

# Goddard Chinese American Club Officer Responsibilities

Revised on: 02/27//2018

## PRESIDENT:

- Preside at meetings
- Represent the club
- Vote only in case of a tie
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinary pertain to this office
- Invite guest speakers and VIPs
- Initiate and chair board meetings
- Liaison to GEWA and other Goddard organizations
- In charge of all e-mails, announcements and newsletters to all members

## VICE PRESIDENT:

- Preside in the absence of the President
- Escort the VIP's
- Coordinate event

## TREASURER:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Reserve event location
- Organize ticket sales
- Make membership cards
- Maintain a current roster of membership

## SECRETARY:

- Record the minutes of all meetings
- Keep a file of the club's records
- Issue notices of meetings and conduct the general correspondence of the club
- Create event flyers
- Prepare Certificates of Appreciation
- Prepare Newsletters & Announcements
- Contact Goddard Dateline for announcements
- Update member email list

### **WEB MASTER:**

- Maintain and update GCAC website
- Maintain and update GCAC member mailing list

### **PUBLICIST:**

- Coordinate with Public Affairs, APAAC and EEO office
- Coordinate with other GEWA clubs and other organizations

### **AT LARGE:**

- Cover during other officer's absent
- Support and coordinate events